



**MINUTES of the COMMITTEE MEETING HELD, March 18, 2010**

Present: Melanie Culp  
Larry VanderBeek  
Larry Loeks  
Joyce Neubauer  
Linda Kerr  
Donna McClurkan, Chairperson  
Shari Groendyk, Secretary/Treasurer

Absent: Don Boven  
Anne Cavanagh

Also Present: Paul Cutting

**ITEM 1. CALL TO ORDER**

Chairperson Donna McClurkan called the meeting to order at 10:00 a.m.

**ITEM 2. ADOPTION OF AGENDA**

Agenda accepted.

**ITEM 3. GENERAL CONSENT AGENDA**

VanderBeek moved to accept minutes of March 4, 2010, Neubauer seconded, with one alteration: to change word "no" to "some" when referring to the committees' wish list; motion passed unanimously.

**ITEM 4. BUSINESS**

**A. Permanent Market Structure – budget report + progress on building + vendor applications**

**Status of the budget** – Loeks reported 2 new early-pay discounts. Electrical service charge increased because of addition of (2) floor outlets and future fan wiring, in addition to outside sign fixture and conduit. There was also a building design credit amount.

**Progress on building** – Loeks indicated a decision needed to be made soon on the inclusion of an optional stained glass window, since it affects the construction of the south gable. Groendyk said she'd been in touch with a stained glass artist to draw a design and present a proposal, which was in process. Discussion ensued on other alternatives to stained glass, such as etched or painted glass. Since there are no monies currently available for a window, and this would likely be a donor item, Loeks indicated he could set the south gable back 3' so that any future glass could be installed at 2', and construction could then carry on. Loeks also indicated the side overhangs are at 4', so the 3' overhang would look proportionate. VanderBeek moved to set south gable back at 3' to allow room for future stained glass window, Culp seconded, motion approved unanimously. Loeks is targeting May 1 for structure completion; weather will be a factor on whether or not this will be possible.

**Vendor applications** – McClurkan stated that vendor applications continue to come in, even though the deadline for submission has passed. Cutting indicated that Almena Township is



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planning a farmers' market this year and McClurkan is sharing some of our vendor applications with them. Also, Vicksburg is moving ahead to start a market this year. McClurkan advised that farmers' markets are not in competition with each other, but rather with supermarkets, and in light of that fact it seemed appropriate and wise to share vendors still looking for a market with these new start-up area markets. Three additional items reported by McClurkan: there will be 2 chicken vendors, search for an egg vendor continues, and space assignments for prepared food vendors is under way.

Kerr indicated that the township office has received many positive public comments about the farmers' market structure.

### **B. Fund raising planning**

VanderBeek presented a "wish list" of items for the Farmers' Market that will not be included in the Parks and Recreation Grant proposal. A great deal of discussion ensued. The question arises, who should be raising money for these items? Should fund-raising be done in tandem with the Parks and Recreation Department? Will the DDA involve itself, and if so, to what extent? Could an item such as landscaping potentially be a donor gift? How should the township address the issue of parking on the grass, which is prohibited elsewhere in the township? Should a separate letter be sent to township residents asking for their involvement in fund-raising, or should an insert be added to the newsletter mailing? What items are specific to the desires of this committee, ie. the pillar wraps, as opposed to the bathrooms, for instance, which would serve the needs of all.

After much discourse, it was agreed that a joint meeting with the parks & recreation committee needs to be the starting point for fund-raising.

### **ITEM 5. NEW BUSINESS**

Kerr expressed her concern over how to maintain the current market momentum that has been enjoyed over the last year. The market is very good for the local economy, and we need to keep the fervor alive. Some of the responses: the permanent structure speaks volumes and its presence will continue to draw in residents; special events could also be helpful; the involvement of volunteers continues to be high. Perhaps our committee and the parks & recreation committee should work together to make recommendations and offer guidance to the township board on the uses of the structure. There should be a specific person within the township office who is the "go-to" for questions regarding future use of the structure. These are questions that will need to be addressed in the coming year, as the township office finds itself fielding requests for facility rental.

### **ITEM 6. RECAP ACTION ITEMS/DECISIONS**

1. McClurkan will work with Parks and Recreation Committee to schedule joint meeting regarding fund-raising.
2. McClurkan will prepare and post a letter in the township office, requesting signatures for grant support.

### **ITEM 6. ADJOURN**

Meeting was adjourned at 11:25 a.m.



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**NEXT SCHEDULED MEETING: THURSDAY, April 8, at 1:00 p.m.**

Respectfully submitted by Shari Groendyk, Secretary/Treasurer